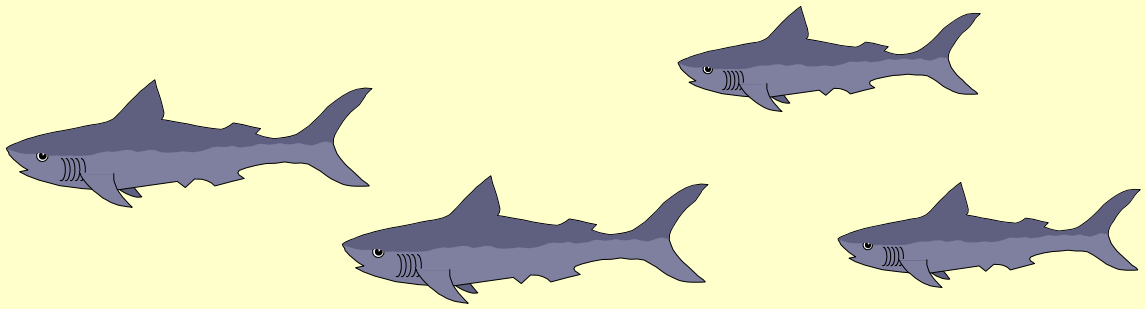
# INTERVIEWING



# Agenda

- Introduction
- Preparation NOW!
- Preparation After the Call
- The Interview
- Interview Questions
- Common Mistakes
- Summary - Questions

# Introduction

- Many promotion opportunities coming
- Lateral opportunities
- What do you need to do?
- What can we do for you?
- Remember - it is your responsibility to be prepared

# Purpose

- Ensure that you are ready to perform at your very best for any type interview
- Understand that your very best still may not get a promotion because there are other great candidates

# Prepare - NOW!

- Interviewees selected from computer records
- Update your geographic availability or you will not show up
  - All codes drop out after PCS and promotion
  - Check all your career programs
  - Adding may overwrite, not add
- Ensure that you review your:
  - Career brief
    - (Ken Dean/7-1388, Vangie Garcia/52185, or Cindy Gibbs/5-4731 can print one for you)
  - SURF
    - Obtained from the Acquisition Career Management System https://acms.afpc.randolph.af.mil

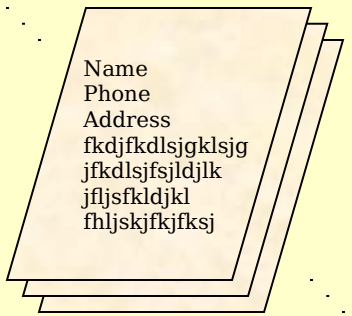
# Prepare - NOW!(cont)

- LCCEP whole person score
  Review whole person score and guide to improving your whole person score at http://afpc.randolph.af.mil

- 201 file, etc
  Education update - must be current
  Awards, letters of appreciation, etc
  PME or other government training
  Experience codes and point allocation

# Prepare - NOW! (cont)

- Create your resume and put it in the AF system (and Navy and Army and… if interested)
  - https://www.afpc.randolph.af.mil/
    - Establish username and password
    - Follow steps
  - http://donhr.navy.mil/
- Embrace opportunities
  - Don’t “stove pipe”
  - Volunteer for some other duties (CFC, Exercises, etc)



# Preparation After The Call

- Know the job you're interviewing for
  - Get a PD and read it
  - Align your skills and experience to the major requirements
  - Talk to people who have experience in the organization - they will be able to help identify the key functions of the job
  - Focus on the major attributes

# Preparation After The Call (cont)

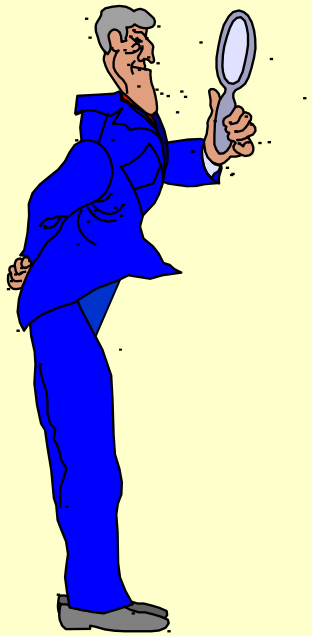
- Know the organization
  - What is the product or service that they provide
  - What is the structure and how do they interrelate
    - Geographically separated SPOs
  - What is the recent history and are there any new developments in the near future
- Prepare your own list of questions that you may want to ask
  - Always ask the final question to show you are interested in that job

# Preparation After The Call (cont)

- Know yourself
  - Review your career briefs (SURF) and WPS
    - You want to ensure that you know what the panel members are going to see
    - Make sure it is right
  - Perform a self-assessment
    - What have you done?
    - Have your complete inventory of skills, experience, and personal attributes well understood and know when to use them during the interview process

# Preparation After The Call (cont)

- Know yourself (cont)
  - Remember your experience and skills come from many different type workplaces
    - Job; IPTs; PAT; outside activities
  - Most panels are looking for how have you demonstrated your capabilities
- Practice in front of a friend, a family member, a video camera, or the mirror



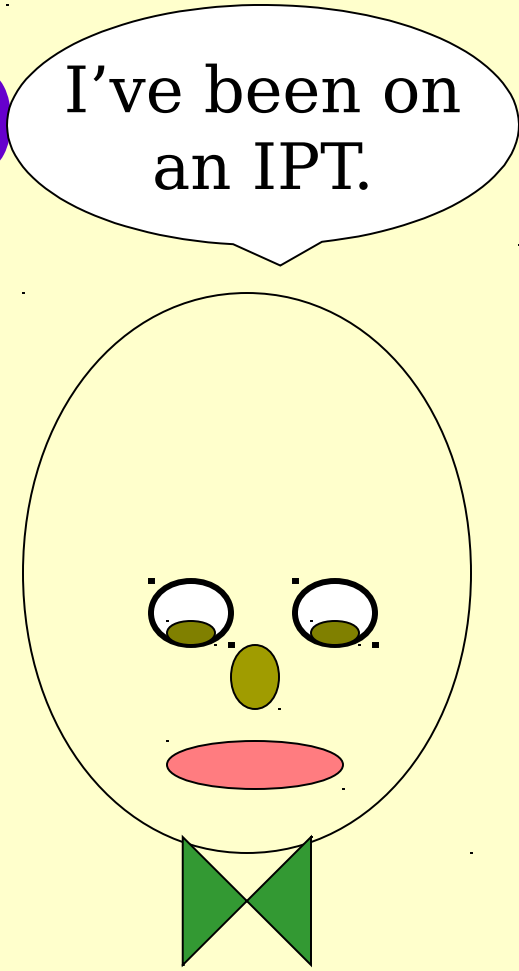
# Preparation After The Call (cont)

- Dress for success
  - Decide what you will wear
    - Something professional
    - Doesn’t have to be new, but should be reasonably current and something you are comfortable in
    - Make sure it is clean, pressed, and mended
  - Polish your shoes
  - Make sure you aren’t due for a haircut
  - Trim and clean your nails - no chipped polish

# Interview

- Process will follow these general guides
  - Establish rapport
  - Information exchange
  - Closing the interview
- Establish rapport
  - First impressions are very important (1st 5 min)
  - Be what they are - chatty, formal, casual, etc
  - Smile and maintain eye contact
  - Offer a handshake even if not offered first

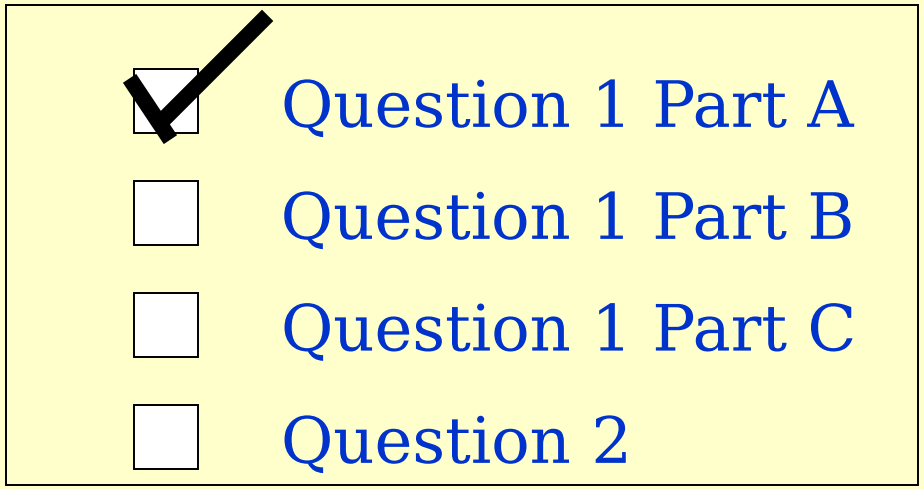
# Interview (cont)




- Establish rapport (cont)
  - Wait to sit until interviewer sits or offers
  - If informal session starts - go along but keep answers short and positive - enthusiasm and attitude
- Exchange of information
  - Maintain eye-to-eye contact even if the panel is busy writing notes from your answers
  - Watch for the panel reactions (bored, confused)

# Interview (cont)

- Exchange of information
  - Listen and answer the question (most common mistake - not answering all the question)
  - Do not assume that the panel will give you credit for what you think they know - talk as if they are intelligent strangers



# Interview (cont)

- Exchange of information
  - Be aware of your body language
  - Control your nervous habits (ahs, playing with jewelry, buttons, etc)
  - Show interest in job by asking questions
- Closing the interview
  - Thank the panel for the opportunity and request when the process will be completed
  - Shake everyone's hand

# Questions

- Directive - usually information the panel wants (what acquisition skills or specific experience do you have….?)
- Non-directive - tell us about your experience…..?)
- Hypothetical or scenario questions - looking for your ability to think and react
- Behavioral - give us an example of something you are proud of…?
- Stress - What do you like better, Lions or Tigers (not commonly used)

# What Are They Looking For?

- Communication skills
- Planning and scheduling
- Dependability
- Honesty and candor
- Creativity, Initiative
- Ambition, Assertiveness, Enthusiasm
- Delegation skills
- Teamwork mentality - collaborative management
- Ability to cope with change - self starter
- Understanding of the current corporate issues

# Answering Questions

- Know your inventory of skills and abilities
- Don’t assume anything
  - Every candidate is good - you have to stand out
  - Tell what you have done and your role in it
  - Tell about your successes
  - Give details (briefed General Officers or group of 4,000 people, set up Industry Day for the xxx source selection)
- Pause before you answer each question to avoid misunderstandings, and produces concise answers

# Answering Questions (cont.)

- Sell yourself - blow your own horn - no one else will for you (use “I” not “we”)
  - Don’t lie or brag
- Be positive and do not complain about previous jobs or supervisors and don’t apologize

# Basics

- Review your career brief and ensure familiarity
- Arrive early so you’re not stressed but don’t arrive so early that you think too much
- Treat everyone with respect
- Get a good night’s sleep
- Eat before the interview so your stomach doesn’t growl - it affects you more than the panel
- Dress professionally and appropriate for the job - err on the side of - too dressy yet conservative
- Be clean, neat, and well groomed
- To help you answer questions, take copy of resume, career brief, pen & paper

# Common Mistakes

- Trying too hard to impress, bragging or acting aggressively
- Underselling your capabilities (I have little experience in that area but…)
- Poor body language which will create a negative impression
  - Staring at your feet
  - No eye contact
  - Leaning back or slumping in your chair
- Lack of honesty - stretching the truth

# Common Mistakes

- Negative comments about anything
- Lack of preparation
- Lack of enthusiasm
- Not answering the question - #1 problem
- Inappropriate attire or poor hygiene
- Lack of self-confidence
- Poor communication skills
- Prejudicial remarks
- Tardiness

# Inappropriate Questions

- Don’t say, “that is illegal” even if it is
- You might say - I’m not sure how that relates to my ability to do the job

# Methods of Assessing Candidates

- Career brief review
- Down-select based on pre-determined criteria
  - Education
  - Acquisition certifications
  - Experience codes
  - Awards
  - 201 file review
  - Appraisals
- Answer to interview questions
- All equal - may review affirmative employment goals

# Selected and You are Showing Them They Made the Right Choice